

CONCURRENT ENROLLMENT

2005 – 2006 School Year

District/Charter School: _____ Date: _____
Contact Person: _____ Phone: _____
E-mail: _____ Fax: _____
Address: _____ City: _____ Zip: _____

Assurances Statement:

The concurrent enrollment data contains information for all high schools in the district. The program complies with Utah Code 53A-15-101, including the following:

- ☐ Courses are 1000-2000 level courses.
- ☐ Participating high school instructors are approved by the USHE institution.
- ☐ A written annual contract exists between the district and each USHE institution used.
- ☐ Tuition and fees are not charged to students.
- ☐ Use of funding complies with Utah State Board of Education (USBE):
 1. Cost per credit as established by an agreement with the USHE institution.
 2. A share of the costs of supervision and monitoring by USHE institution employees according to the annual contractual agreement.
 3. Aid in staff development of adjunct faculty in cooperation with the participating USHE institution.
 4. Assistance with delivery costs for distance learning programs.
 5. Participation in the costs of district or school personnel who work with the program.
 6. Student textbooks and other instructional materials.
 7. Fee waivers for costs or expenses related to concurrent enrollment for fee waiver-eligible students under R277-407.
 8. Other uses approved in writing by the USOE consistent with the law and purposes of R277-713.
- ☐ Participating students have not graduated from high school, as per USBE board rule definition.
- ☐ Written guidelines outlining student eligibility requirements are available at school and district level.
- ☐ Participating students are scheduled through the SEOP process, and an individual student record of agreements with parental permission is documented.
- ☐ Only courses on the USOE master list are available for concurrent enrollment.
- ☐ Instructor training on information, records, confidentiality, and law and policy for human sexuality instruction is provided through USOE and/or USHE institutions.
- ☐ Fee waivers for consumables are available to eligible students.
- ☐ The district has a written policy for awarding credit. Concurrent enrollment credit is consistent with this policy.
- ☐ Parental permission for student participation is documented.
- ☐ Parent and student notification is completed and recorded regarding student participation and privacy protection (FERPA).
- ☐ Instructor content training/orientation is provided by USHE institutions.

- ☐ Providers are USHE institutions.
- ☐ Background checks are completed and documentation is available for faculty entering the program in the 2005-06 school year and thereafter. This does not include practicing K-12 teachers.
- ☐ USHE grades for classes are assigned and reported in an expedient manner.
- ☐ Concurrent credit awarded is consistent and uniform throughout the class.
- ☐ Per student credit does not exceed 30 semester hours of USHE concurrent enrollment credit per year.

The report contains an accurate representation of the concurrent enrollment program for the 2005-2006 school year.

District Official: _____
(Please type or print name)

Signature: _____

Please return this form by July 15, 2006 to:

Paul Puzey, Curriculum Coordinator
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200